



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

5530
G-3/5

12 FEB 2026

COMMANDING GENERAL'S POLICY LETTER 002-26

From: Commanding General
To: Distribution List

Subj: REGIONAL PHOTOGRAPHY/VIDEO POLICY

Ref: (a) 18 U.S.C. §795, Photographing and Sketching Defense Installations
(b) DoD Instruction 5200.08 Ch 3, "Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)," November 20, 2015
(c) USNORTHCOM Instruction 10-222, "USNORTHCOM Force Protection (FP) Mission and Antiterrorism (AT) Program," November 10, 2021
(d) MCIEAST-MCB CAMLEJO 3710.30C
(e) MCO 5530.14A
(f) MCIEAST-MCB CAMLEJO 5530.15B
(g) MARADMIN 023/21
(h) MCIEAST-MCB CAMLEJO 3070.1A
(i) MCIEAST Policy Letter 05-21
(j) National Defense Authorization Act of 2019/2021

Encl: (1) Marine Corps Installations East Regional Photography/Video Exemption Request Form

1. Purpose. To establish policy for image gathering and production activities including photography, video, sketches, drawings, and mapping overflights aboard Marine Corps Installations East (MCIEAST) installations to ensure protection of designated air and surface based restricted areas, critical infrastructure, and operational security.

2. Cancellation. Commanding General's Policy Letter 003-24.

3. Scope. MCIEAST Installation Commanders will ensure all personnel comply with this policy. This policy also outlines the process to request an exemption. Additional permission is required for those seeking to publicly release any imagery obtained as a result of an approved exemption.

4. Background.

a. In accordance with the references, MCIEAST is required to implement policies and procedures that ensure the security, safety and protection of personnel, equipment, and facilities located on MCIEAST Installations. MCIEAST policies must be developed to enhance security, provide flexibility to tenant commands to meet their operational requirements, and ensure residents/visitors of the Installations are not unnecessarily burdened.

b. The Commanding General (CG) MCIEAST is responsible for setting policy controlling the gathering of official and unofficial photos, videos, audio recordings and/or other types of imagery, within the command, regardless of whether the photographers are attached to the Department of War (DoW) or are private citizens. This policy defines where and when photos, video, audio recordings, and other types of image-gathering or production activities are authorized. This policy is applicable to military personnel, government employees, contractors, family members, and visitors aboard all MCIEAST

Installations.

5. Prohibited Actions/Items

a. Taking photographs, video or image gathering of any kind aboard MCIEAST Installations is forbidden, unless outlined in the exemption list below or specifically authorized by the respective Installation Commander, or their designated representative.

b. Violations of this policy by military personnel may result in disciplinary action under the Uniform Code of Military Justice. Non-military personnel found in violation of this policy may be debarred from further entry onto the installation and/or prosecuted in accordance with reference (a). Under references (a) and (b), any camera/device used to capture unauthorized or classified imagery may be subject to confiscation.

c. In accordance with reference (a), and in the interest of national defense, it shall be unlawful to take, capture, transmit unauthorized photographs, videos, images, or render sketches, drawings, maps, or geographical representations of a United States military installation or facility, or do the same of equipment without first obtaining the permission of the Installation Commander. This includes, but is not limited to, designated restricted areas such as airfields, critical infrastructure, training areas and sites that contain sensitive and/or classified material. Photography, video and/or image-gathering at Entry Control Facility/Points are considered surveillance activities and are prohibited. The photography, video and/or image-gathering of first responders executing response and actions to emergencies or calls for service is also prohibited.

d. In accordance with reference (c), the capture of 360-degree photography, video, recording and/or image-gathering (e.g., in support of Google Maps or other commercial mapping websites) of installation facilities and highways is prohibited. Furthermore, commercial vehicles suspected of having imaging or surveillance capabilities will be denied access to MCIEAST installations unless they obtain an approved exemption request from the Installation Commander.

e. The use of removable dash cams in commercial and privately owned vehicles is strictly prohibited, unless exempt, and must be removed from their position, deactivated, and stowed away prior to entering any MCIEAST installation.

f. The use of smart glasses capable of photo, video and/or image gathering are expressly prohibited and must be removed, deactivated, and stowed away prior to entering any MCIEAST installation.

g. The use and/or placement of wired or wireless trail cameras in or around hunting areas aboard any MCIEAST installation is expressly prohibited.

h. In accordance with reference (d), the capture of photo, video and/or other imagery, whether still or otherwise, using small unmanned aerial systems (sUAS), including commercial drones, is prohibited unless specifically authorized by the respective Installation Commander, or their designated representative. Hobbyist or model aircraft/drone operations are not authorized aboard any MCIEAST installations.

6. Exempt Activities. The activities below are exempt and do not require enclosure (1); however, some coordination may be applicable.

a. Civilian Media. Photo, video, audio recordings and/or other image-gathering by civilian communication and news media representatives must be approved by the installation Communication Strategy and Operations (COMMSTRAT) office. Media must always be escorted, and escort responsibility

must be coordinated with the installation COMMSTRAT office in advance. Tenant organizations with an assigned COMMSTRAT or Public Affairs Officer are authorized to grant approval for photo, video, recording and/or other image-gathering and transmission operations within their respective organizational areas provided they first coordinate with the installation's COMMSTRAT Office.

b. Foreign Government. Photo, video, audio recordings and/or other image-gathering and transmission by foreign governments or military must be approved by the host unit COMMSTRAT office and unit OPSEC program manager provided they first coordinate with the installation COMMSTRAT office. Enclosure (1) is required for public release of any imagery.

c. Sketches, Drawings, and Maps. In accordance with references (d) and (e), official government sponsored sketches, drawings, maps, or geographical representations of MCIEAST installations are authorized for installation management. Sketches, drawings, maps, or geographic representation must be destroyed using a crosscut shredder, incineration, or other method that makes the original document unrecoverable. Do not dispose of sketches, drawings, maps, or geographic representations containing Personnel Identifiable Information (PII) or aggregated data in the general refuse collection system, e.g., trash can, dumpster, etc. per reference (i). Enclosure (1) is required for public release of any imagery.

d. Unrestricted Areas. Uniform military personnel, DoW civilian employees and U.S. Government contractors who were issued a Common Access Card are authorized to take photos and video in unrestricted areas as part of their official duties, such as emergency incident response and actions, documenting discrepancies during inspections, e.g. safety, environmental, etc. with an authorized media device. Enclosure (1) is required for public release of any imagery.

e. Restricted Areas. Uniform military personnel, DoW civilian employees and U.S. Government contractors who were issued a Common Access Card are authorized to take photos and video in designated restricted areas as part of their official duties, such as emergency incident response and actions when authorized by appropriate authority, e.g. asset owner, having jurisdiction over the restricted area, with an authorized media device. Enclosure (1) is required for public release of any imagery.

f. Public Events. Unless otherwise specified or described herein, the general public may take photographs at special events for the duration of the event and within the venue area of the special event. Photography outside the venue of the special event is forbidden. Moreover, military department and other DoW component names, insignia, seals, symbols, and similar marks may be protected as trademarks or service marks and may not be used in commerce without prior written permission. DoW Component Trademark Licensing Office contacts may be found at <https://dod.defense.gov/Resources/Trademarks/>.

g. Vehicle Cameras. The use of a permanently mounted original equipment manufacturer camera is authorized when operated in a manner to assist in blind spot monitoring, collision avoidance, and recording significant vehicle events caused by erratic driving or vehicle accidents. Enclosure (1) is required for public release of any imagery.

h. Construction Sites. Limited exemptions are made for image-gathering at construction sites for the purposes of safety and required contract reporting.

(1) Safety. Authorized cameras on construction equipment used at construction sites as long as these cameras activate only when erratic movement or accident occurs. This is in support of work site safety and personnel protection. Enclosure (1) is required for public release of any

imagery.

(2) Contract Reporting. Official photographs taken by contractors on the jobsite, or captured by construction equipment, only if expressly required in the contract language and in compliance with the Division 1 specifications to support the project Quality Control Program and workplace safety. Enclosure (1) is required for public release of any imagery.

i. Local, State, and Federal Agencies. Personnel assigned to local, state and federal agencies acting in the capacity of their official duties are authorized to use dashcams and personal body cameras in the performance of their official duties aboard Marine Corps Base Camp Lejeune and Marine Corps Air Station New River. Outlying MCIEAST installation commanders must authorize local law enforcement, fire, and other emergency services agencies the ability to use dashcams and personal body cameras aboard their respective installations. However, if entering a restricted area, the dashcam and/or personal body camera must be turned off. Video footage is not releasable to the public except under provisions of the State and/or Federal Freedom of Information Act. Authorities should inform the installation COMMSTRAT office prior to releasing any video footage taken aboard their respective installation.

j. Proof of Delivery. Photographs taken by authorized ground delivery services to document picture proof of delivery (PPOD) for non-signature, driver-released deliveries aboard MCIEAST installations. PPOD photographs may show the package in its released location, including the delivered package and its surroundings that show where the package was placed, e.g. front door, floor mat, side gate, etc. The PPOD photographs will not capture the recipient, other people, addresses, other label information, or other PII.

k. Personal Imagery. Except as previously specified, there are no restrictions on unofficial personal photography, videos and/or image capturing by authorized DoW identification cardholders and their guests on MCIEAST Installations of non-restricted areas. Per reference (f), a DoW identification card is a widely accepted identity source document issued to service members, retirees, military dependents, and, in some cases, contractors. However, a Defense Biometric Identification System (DBIDS) card holder is not authorized to take photos or videos of any type while aboard MCIEAST installations. DoW identification card holders must ensure that any imagery-gathering devices do not inadvertently capture imagery of restricted areas or capture imagery that could violate OPSEC concerns and the Installation Commander's Critical Information and Indicator List. Photography in and around installation housing areas is authorized, but care must be taken to exclude sensitive information such as unauthorized imagery of children, and PII such as names and addresses of service members and their families. Further, individuals' images may be protected by publicity and privacy rights. This policy does not waive any publicity or privacy rights of any individuals.

7. Non-Exempt Activities. The common activities listed below are not exempt and require the use of enclosure (1) to request approval for image gathering and public release.

a. Testing and Demonstrations. External organizations are non-Marine Corps or tenant commands that periodically use MCIEAST installations for DoW and defense industry-related activities, such as training, testing, and capability demonstrations. These organizations are authorized to take photos and videos related to their activities only under the following conditions; however, the sponsor is still required to submit enclosure (1) prior to image gathering and/or public release:

(1) Service Level Sponsor. External organizations must have an

assigned service-level sponsor from within the DoW, Department of the Navy, or other military branch.

(2) Tenant Sponsor (if applicable). In cases where the external organization is associated with a tenant command, the tenant command will also serve as the sponsor.

b. Construction Sites. Photo, video, audio recordings and/or other image-gathering by commercial entities, including their personnel, contracted by the U.S. Government (USG), must be requested in advance. The USG organization and Contracting Officer Representative (COR) must coordinate with the Office of Primary Responsibility (OPR) assigned by the Installation Commander for reviewing and approving requests. All imagery and recordings will remain the property of the USG. If retained for the contract period, the imagery and recordings are not authorized on a company cloud database and must be stored on a local jobsite computer. The USG organization and COR with the contract requirement is responsible for obtaining approval for any public release of imagery or recordings outside the USG in accordance with reference (d) using enclosure (1).

c. Vehicle Cameras. Commercial over-the-road vehicles with detachable or aftermarket cameras that do not record continuously and only activate when erratic movement or accident occurs must submit for an exemption request prior to entering any MCIEAST installation. Commercial entities may request permission to operate vehicles with cameras aboard MCIEAST installations via enclosure (1).

d. Installation Overflight. Installation commanders may approve photo, video, and/or image capturing overflight of the installation when requested by adjacent jurisdictions, provided they have a USG sponsor, and the imagery requested is for limited use by the requesting jurisdiction and only for the intended purpose(s) which is outlined in enclosure (1).

8. Administrative.

a. All requests to capture official imagery shall be formally submitted to the USG in advance using enclosure (1). The COR must coordinate with the OPR to allow for vetting by appropriate staff. The named photographer(s) and/or videographer(s) must complete OPSEC training available at <https://www.cdse.edu/Training/elearning/GS130/>. Copies of the completed OPSEC training certificates must be submitted with enclosure (1). Submission to the OPR will also include any supporting documentation as required or requested. The approved photography/video exemption form must be kept on-hand to present upon request.

b. Enforcement of this policy is the responsibility of installation Commanders, directors, tenant commanders, and other agencies. Suspected violations involving service members, government civilians and/or government contractors shall be dealt with at the lowest level, by immediately stopping the unauthorized activity and providing appropriate guidance. If the unauthorized activity is suspicious, or involves an unknown individual(s), the incident shall be immediately reported to the Provost Marshal Office (PMO) or Marine Corps Police Department (MCPD). Per reference (b), law enforcement officials are authorized to seize photographic or other visual imagery equipment from individuals suspected of violating this policy. In accordance with reference (a), willful violation of defense security regulations may result in prosecution in federal court.

(1) Reporting Suspicious Activity. Eagle Eyes (EE) is the official Marine Corps community awareness suspicious activity reporting program. The program allows anyone to report suspicious activity through the EE website, www.usmceagleeyes.org.

(2) All reports submitted through the EE website are automatically uploaded into the Marine Corps Suspicious Activity Information Portal (MCSAIP) and analyzed by designated and specially trained personnel. Personnel with MCSAIP access can enter the report directly into MCSAIP or via the TrapWire mobile application.

c. An authorized media device is defined as any device not prohibited by Section 889 of the National Defense Authorization Act for Fiscal Year 2019.

d. Within the region, requests for clarification on where or when photography, videos and/or image capturing can be taken on the installation shall be submitted to the appropriate installation staff as determined by the Installation Commander.

9. Regional Tasks

a. MCIEAST Installation Commanders, Department Heads, Tenant Commanders and other agencies shall:

(1) Implement the provisions of this policy and develop appropriate internal photography, video and/or image-capturing policies and procedures to enhance the security of the installation and designated restricted areas such as airfields, critical infrastructure, training areas and sites that contain sensitive and/or classified material.

(2) Establish an OPR within your command to receive official exemption requests and coordinate the review process to provide an approval or disapproval.

(3) Ensure personnel are familiar with reporting procedures concerning violations of this policy, or other suspicious photo, video or other image-capturing activity to local PMO/MCPD or Eagle Eyes website www.usmceagleeyes.org.

(4) Ensure restricted areas are posted with signage as delineated in reference (e).

(5) Ensure notification of union representatives concerning this policy guidance.

b. Recommended changes to this policy shall be submitted to the Assistant Chief of Staff (AC/S), G-3/5.

10. Marine Corps Base Camp Lejeune Tasks

a. AC/S, G-3/5 shall: Maintain the MCIEAST Regional Photography/Video Policy and ensure that it is reviewed annually and updated as needed. In coordination with the AC/S, G-7, coordinate with local tenant commands and other agencies to clarify issues related to the photography/video policy. Also, review requests to conduct overflights for the purpose of geospatial data collection/aerial photography. Forward completed enclosure (1) and OPSEC Training Certificates to COMMSTRAT for review, as required.

b. AC/S, G-7 shall: In coordination with AC/S, G-3/5 coordinate with local tenant commands and other agencies to clarify issues related to the photography/video policy. Also, review requests to conduct overflights for the purpose of geospatial data collection/aerial photography. Forward completed enclosure (1) and OPSEC Training Certificates to COMMSTRAT for review, as required.

c. AC/S, G-F shall: Assign personnel from RGIS to review requests for GIS data collection/aerial photography. Ensure construction contractors

request approval prior to any ground based or aerial photography of their sites and conduct periodic inspection of worksites to ensure compliance with the contract language, applicable security policies, and intended purpose of the exception that was vetted via appropriate staff. The Environmental Management Division (EMD) is authorized to sponsor/escort contractors who are required to obtain imagery of sites or projects as part of their contract supporting EMD. Forward completed enclosure (1) and OPSEC Training Certificates to COMMSTRAT for review, as required.

d. Director, COMMSTRAT shall: Serve as the OPR within MCB Camp Lejeune and MCAS New River to coordinate review and approval or disapproval of enclosure (1) Photography/Video Exemption Request. Additionally, serve as the OPR to receive and vet requests from a COR to authorize contractors to take photography/videos and/or otherwise capture images on MCB Camp Lejeune and MCAS New River. Requests must be received within ten working days prior to start date at mcieastcommstrat@usmc.mil. Conduct a local media campaign to ensure public awareness of this policy. Inform PMO/MCPD when conducting activities of official news media presence to limit suspicious activity calls concerning unauthorized photography.

e. Commanding Officer, Headquarters and Support Battalion shall: Respond to and investigate reports of unauthorized or suspicious photo, video, audio recordings and/or other image-gathering activities on MCB Camp Lejeune and MCAS New River. Assign personnel from Physical Security, PMO and FESD as working group members of the base Aerial Overflight/photography Working Group to review requests to conduct aerial overflights for the purpose of geospatial data collection/aerial photography.

11. Point of contact concerning this policy is the MCIEAST-MCB CAMLEJ AC/S, G-3/5, 5720/2298.



R. J. RIZZO, JR.

DISTRIBUTION: A

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**Marine Corps Installations East
Regional Photography/Video Exemption Request**

Section 1: Requestor Information and Event Summary

Full Name: _____

Rank/Position: _____

Company: _____

Official Email: _____

Official Phone Number: _____

Event Identification

Indicate the type of event where exemption is requested (check one):

☐ **Exercise** - Tactical training, war-gaming, readiness assessments, or operational drills.

☐ **Experimentation** - Research, development, prototype testing, or military technology validation.

☐ **Construction, Environment & Maintenance** - Infrastructure projects, facility repairs, environmental management or engineering operations.

☐ **Special Event** - Ceremonies, official visits, public engagements, or morale-building activities.

☐ **Other** - Specify: _____

Event Information

Event Name: _____

Event Location: _____

Event Start Date: _____

Event End Date: _____

Primary Purpose of Event: _____

Key Participants (Units/Organizations): _____

Expected Media Presence: _____

Photographer(s)/Videographer(s)

Full Name: _____

Company: _____

Official Email: _____

Official Phone Number: _____

OPSEC Training Complete:

☐ **Yes** - Date: _____

- Certificate of completion must be attached to this request.

Equipment and Storage

Indicate the personnel, equipment used to capture photo, video, recordings or other image-gathering activities during the event and imagery storage location:

Equipment Name: _____

Equipment Manufacturer: _____

Equipment Type: _____

Specialized Equipment (thermal imaging, UAV-mounted cameras, etc.):

Storage Location: _____

☐ I certify that the above listed equipment is an authorized media device as defined in Section 8.c. of the Regional Photography/Video Policy Letter.

Requestors Initials: _____

Purpose of Capturing Content

Indicate the purpose for requiring photos, video, or other image-gathering activities during the event (check one):

☐ **Contract Requirement** - Please attach documentation to support this requirement as part of the government or vendor contractual obligations.

☐ **Vendor Performance** - Capturing content for evaluation of contractor or vendor service execution.

☐ **Other** - Specify: _____

Request for Public Release

Indicate whether content collected during this event is intended for public release:

☐ **Yes** - The requestor plans to submit photos, videos and other imagery to request approval for public release.

▪ **Planned use:**

☐ Commercial marketing materials (recruiting, trade shows, newsletters, etc.)

☐ Government use

☐ Public Affairs (social media and/or websites)

☐ Other: _____

☐ **No** - Content is strictly for internal documentation, operational assessment, security purposes, or restricted briefings.

Acknowledgement

By signing below, I formally request an exemption to the MCIEAST Regional Photography/Video Policy in order to document via photo, video or other image-gathering activities, the non-mission-essential event identified in Section 1 of this request at:

Installation Name: _____

This exemption is limited to the event and dates outlined in Section 1 of this request. Further, I acknowledge that I am responsible for requesting additional approval if the imagery collected is planned for public release.

Requestor Signature: _____

Date: _____

Section 2: Base Sponsor/Project Manager/Contracting Officer Representative

Full Name: _____

Rank/Position: _____

Branch of Service/Government Agency: _____

Unit/Department: _____

Official Military/Government Email: _____

Official Phone Number: _____

Acknowledgement

I concur with the request outlined above and acknowledge the following:

1. All photos, videos, recordings or other imagery gathered shall remain the property of the U.S. Government unless expressly authorized for release in accordance with local policy and upon completion of an OPSEC review in accordance with MCIEAST-MCB CAMLEJO 3070.1A utilizing the MCIEAST-MCB CAMLEJ G-3/5 PLANS 1 Form, or other form, as designated by the Installation OPSEC Program Policy.
2. I will ensure compliance with contract language, applicable policy, and intended purpose of the exemption which was vetted via appropriate staff.
3. I will conduct reviews of all photos, videos, recordings or other imagery gathered at regular intervals.
4. I will report all deviations and violations of the MCIEAST Regional Photography/Video policy to the installation OPR as required.
5. The named photographer(s) and/or videographer(s) have completed the required OPSEC Training as required and have attached a copy of the individual's Training Certificate to this exemption request form.

Sponsor/PM/COR Signature: _____

Date: _____

STAFF RECOMMENDATION

Mission Assurance/Installation Protection

Name/Position: _____

Email/Phone: _____

Signature: _____

Recommend the request be: ☐ Approved ☐ Denied

Operations Security (OPSEC) Program Manager

Name/Position: _____

Email/Phone: _____

Signature: _____

Recommend the request be: ☐ Approved ☐ Denied

Communication Strategy & Operations (COMMSTRAT)

Name/Position: _____

Email/Phone: _____

Signature: _____

Recommend the request be: ☐ Approved ☐ Denied

Department Name (If required):

Name/Position: _____

Email/Phone: _____

Signature: _____

Recommend the request be: ☐ Approved ☐ Denied

Photography/Video Exemption Request Approval/Denial Decision

☐ APPROVED Date: _____

☐ DENIED Date: _____

The named photographer(s) and/or videographer(s) will keep a copy of this request form in their possession while performing the associated duties approved in this exemption request form.